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*By Denise Seguin, Jan Davidson*



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## **Editorial Review**

### **About the Author**

Denise Seguin has served in the Faculty of Business at Fanshawe College of Applied Arts and Technology in London, Ontario since 1986. She developed curriculum and taught a variety of office technology, software applications, and accounting courses to learners in postsecondary Information Technology diploma programs and Continuing Education courses. Seguin has served as Program Coordinator for Computer Systems Technician, Computer Systems Technology, Office Administration, and Law Clerk programs and was acting Chair of the School of Information Technology in 2001. Along with authoring this title, she has also authored and co-authored many computer application textbooks for Paradigm including COMPUTER Concepts and Microsoft Office 2013. Jan Davidson started her teaching career in 1997 as a corporate trainer and postsecondary instructor. Since 2001, she has been a faculty member of the School of Business and Information Technology at Lambton College of Applied Arts and Technology in Sarnia, Ontario. In this role, she has developed curriculum and taught a variety of office technology, software applications, and office administration courses to domestic and international students in postsecondary Office Administration Executive, General, and Medical; Human Resources; and Fashion Business programs. In addition to co-authoring this title, she has written instructor resources and SNAP content for Paradigm Publishing since 2006.

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